

10

Microsoft Excel - 1447877-1

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Electronic Timesheet V.2.0

A1	B	C	D	E	F
1	<b>ELECTRONIC TIMESHEET V.2.0</b>				
2	Welcome to Version 2.0 of the Electronic Timesheet. I have inserted a number of additional functions in this version, including:				
3	1. The ability to view your "Pace" using two different calendar bases and other data in the main "Daily Timesheet" page.				
4	2. A "Daily Totals" spreadsheet (the "year" tabs at the bottom) that allows you to track your time by the day, week, and month.				
5	3. Historical tabs to allow you to compare current performance with past years.				
6	4. A "Project Status" tab to allow you to keep track of current and past projects.				
7	Where appropriate, I have inserted comments into various cells. If you have questions about the operation of any particular cell, place your cursor over the red marker in the upper right corner of the cell, and an explanation will appear.				
8	No graphs or statistics compared to previous years (i.e., how you're doing in comparison to previous years) - maybe I'll put that in next year.				
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Intro Daily Timesheet 2002 Project Status 2001 2003 2004

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FIG. 1

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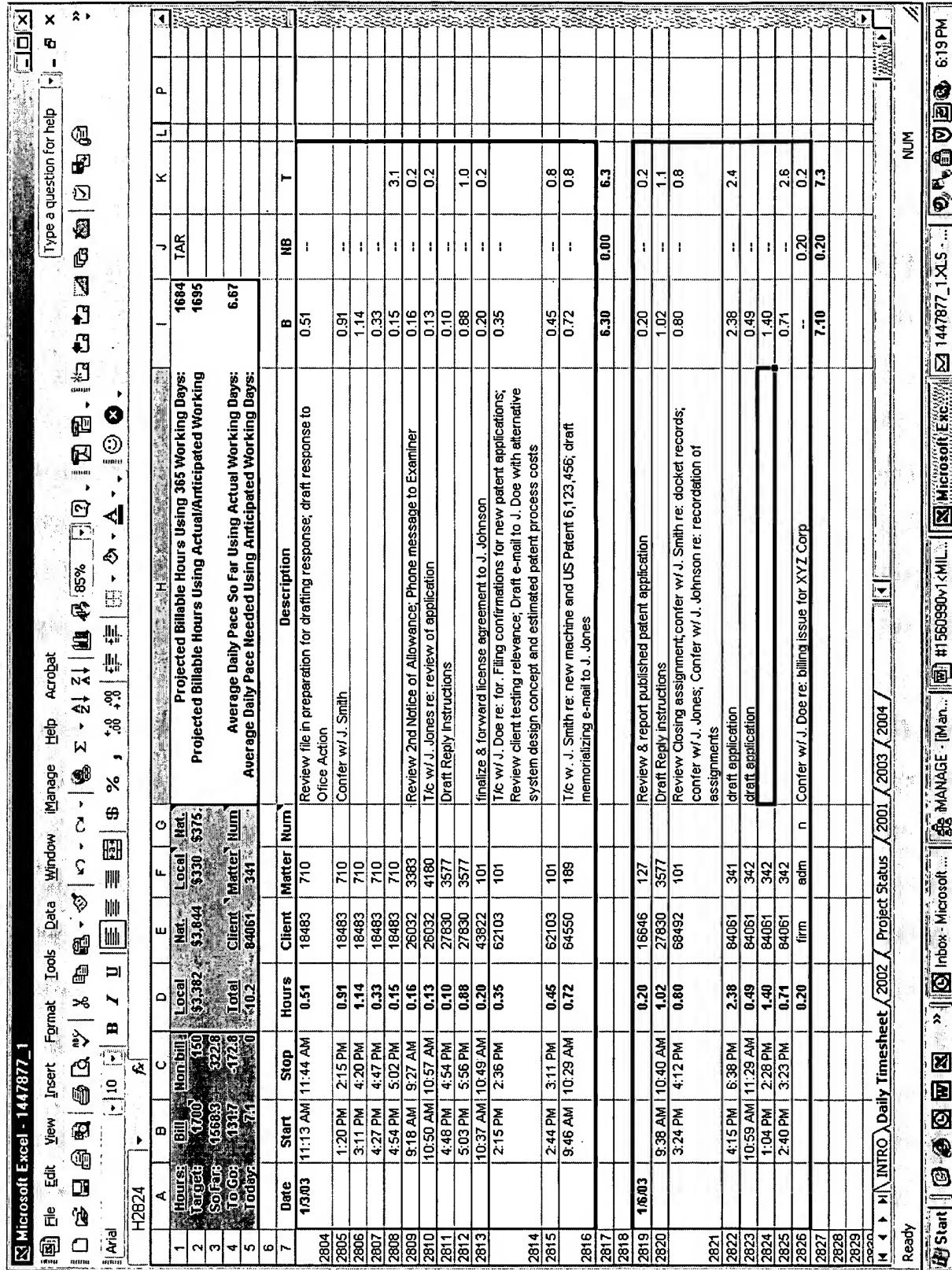


### FIG. 3

**FIG. 4**

**FIG. 5**





# Daily Timesheet for TAR

Hours:	Bill	Start	Stop	Nonbill	Local	Nat	Local	Nat	Projected Billable Hours Using Actual/Anticipated Working Days:	TAR
Target	1700	150			\$3,382	\$3,844	\$330	\$375	1684	
So Far	15689	3224							1695	
To Go	1317	-1728							6.67	
Today	74				Total	Client	Matter	Num	Average Daily Pace So Far Using Actual Working Days:	
					102	84061	341		Average Daily Pace Needed Using Anticipated Working Days:	

Date	Start	Stop	Hours	Client	Matter	Num	Description	B	NB	T
1/6/03			0.20	16846	127		Review & report published patent application	0.20	-	0.2
	9:38 AM	10:40 AM	1.02	27830	3577		Draft Reply instructions	1.02	-	1.1
	3:24 PM	4:12 PM	0.80	68492	101		Review Closing assignment; confer w/ J. Smith re: docket records; confer w/ J. Jones; Confer w/ J. Johnson re: recordation of assignments	0.80	-	0.8
	4:15 PM	6:38 PM	2.38	84061	341		draft application	2.38	-	2.4
	10:59 AM	11:29 AM	0.49	84061	342		draft application	0.49	-	
	1:04 PM	2:28 PM	1.40	84061	342			1.40	-	
	2:40 PM	3:23 PM	0.71	84061	342			0.71	-	2.6
			0.20	firm	adm	n	Confer w/ J. Doe re: billing issue for XYZ Corp	-	0.20	0.2
								7.10	0.20	7.3

FIG. 7

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A B C D E F G H I J K L M N O														
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B4 02/01/2002														
A B C D E F G H I J K L M N O														
1 Hours: Daily Totals														
2 Target: 6.3 0.7														
3 Day Date Billable Nonbillable														
4 1 02/01/02 6.3 0.7														
5 2 02/02/02 6.3 0.7														
6 3 02/03/02 6.3 0.7														
7 4 02/04/02 6.1 0.6														
8 5 02/05/02 6.0 0.0														
9 6 02/06/02 9.3 0.0														
10 7 02/07/02 6.7 0.0														
11 8 02/08/02 8.2 0.2														
12 9 02/09/02 42.6 1.5														
13 10 02/10/02 42.6 1.5														
14 11 02/11/02 7.5 0.0														
15 12 02/12/02 6.9 0.0														
16 13 02/13/02 6.1 0.0														
17 14 02/14/02 5.0 0.5														
18 15 02/15/02 9.2 0.0														
19 16 02/16/02 7.3 0.2														
20 17 02/17/02 7.7 0.0														
21 18 02/18/02 7.3 0.0														
22 19 02/19/02 7.2 1.5														
23 20 02/20/02 6.8 2.2														
24 21 02/21/02 6.3 0.3														
25 22 02/22/02 7.5 0.0														
26 23 02/23/02 7.3 0.6														
27 24 02/24/02 6.0 1.4														
28 25 02/25/02 3.6 1.1														
29 26 02/26/02 3.9 1.9														
30 27 02/27/02 140.9 11.2														
31 28 02/28/02 140.9 11.2														
32 29 03/01/02 1714.3														
33 30 03/02/02 1714.3														
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FIG. 8



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R7														
M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	
Month	Hours	Target Monthly	Avg.	Plus/Minus	Random Calculations:									
1					Work = 1									
2					Date									
3	Month	137.0	162.5	(25.5)										
4	February		162.5											
5	March		162.5											
6	April	187.5	162.5	25.0										
7	May	146.7	162.5	(15.8)										
8	June	126.8	162.5	(35.7)										
9	July	193.0	162.5	30.5										
10	August	201.8	162.5	39.3										
11	September	111.8	162.5	(50.7)										
12	October	114.6	162.5	(47.9)										
13	November	110.0	162.5	(52.5)										
14	December	102.9	162.5	(59.6)										
15	January	19.7	162.5	(142.8)										
16														
17	TOTAL	1,451.8	1,950.0	(335.7)										
18	Target:	1950												
19														
20														
21														
22	New Users: Type in the number of hours worked (billable and nonbillable) in columns C and D as the year goes on.													
23	Your monthly hours will be calculated at the upper right, and these numbers will go toward calculating your "Foley Pace" number.													
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FIG. 9

**FIG. 10**

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Type a question for help														
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	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
337							New Year's	Tue	12/31/02	1	24	231	12/31/02	1692.3
338							New Year's	Wed	01/01/03	1	23	232	01/01/03	1687.3
339								Thu	01/02/03	1	22	233	01/02/03	1689.1
340								Fri	01/03/03	1	21	234	01/03/03	1690.9
341								Sat	01/04/03	0	20	234	01/04/03	1685.9
342								Sun	01/05/03	0	20	234	01/05/03	1680.9
343								Mon	01/06/03	1	20	235	01/06/03	1683.6
344								Tue	01/07/03	1	19	236	01/07/03	1678.7
345								Wed	01/08/03	1	18	237	01/08/03	1673.8
346								Thu	01/09/03	1	17	238	01/09/03	1668.9
347								Fri	01/10/03	1	16	239	01/10/03	1664.0
348								Sat	01/11/03	0	15	239	01/11/03	1659.2
349								Sun	01/12/03	0	15	239	01/12/03	1654.4
350								Mon	01/13/03	1	15	240	01/13/03	1649.7
351								Tue	01/14/03	1	14	241	01/14/03	1644.9
352								Wed	01/15/03	1	13	242	01/15/03	1640.2
353								Thu	01/16/03	1	12	243	01/16/03	1635.5
354								Fri	01/17/03	1	11	244	01/17/03	1630.9
355								Sat	01/18/03	0	10	244	01/18/03	1626.2
356								Sun	01/19/03	0	10	244	01/19/03	1621.6
357								Mon	01/20/03	1	10	245	01/20/03	1617.0
358								Tue	01/21/03	1	9	246	01/21/03	1612.5
359								Wed	01/22/03	1	8	247	01/22/03	1607.9
360								Thu	01/23/03	1	7	248	01/23/03	1603.4
361								Fri	01/24/03	1	6	249	01/24/03	1599.0
362								Sat	01/25/03	0	5	249	01/25/03	1594.5
363								Sun	01/26/03	0	5	249	01/26/03	1590.1
364								Mon	01/27/03	1	5	250	01/27/03	1585.7
365								Tue	01/28/03	1	4	251	01/28/03	1581.3
366								Wed	01/29/03	1	3	252	01/29/03	1576.9
367								Thu	01/30/03	1	2	253	01/30/03	1572.6
368								Fri	01/31/03	1	1	254	01/31/03	1568.3
369														
370														
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FIG. 11



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FIG. 13

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A1 IN PROGRESS

	A	B	C	D	E	F	G	H	I	J	K
17							0				
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21							0				
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23							0				
24							0				
25							0				
26							0				
27							0				
28							0				
29							0				
30							0				
31							0				
32							0				
33							0				
34							0				
35	<b>COMPLETED</b>										
36											
	Client	Matter	Check	Date Given	Due	Date Completed	Completion Time (days)	Status	Hours Spent	Description	Most Recent Development
37											
38											
39											
40							0				
41							0				
42							0				
43							0				
44							0				
45							0				
46							0				
47							0				
48							0				
49							0				

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FIG. 14



FIGURE 15

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1	2	3	4	5	6	7	8	9	10	11
Hours										
Target 1700										
Solar = LOOKUP(TODAY(), 2002:\$B\$3:\$B\$360) = LOOKUP(TODAY(), 2002:\$B\$4:\$B\$360)										
To Go = B2:B3										
Today = LOOKUP(TODAY(), 2002:\$B\$3:\$B\$360) = LOOKUP(TODAY(), 2002:\$B\$4:\$B\$360)										
Non bill										
150										
C										
Bill										
Start										
Stop										
Date										
2779										
2780										
2781										
2782										
2783										
2784										
2785										
2786										
2787 37623										
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	H	B
1	Projected Billable Hours Using 365 Working Days: =LOOKUP(TODAY(), '2002'!\$Y\$4:\$Z\$368)	
2	Projected Billable Hours Using Actual/Anticipated Working Days: =LOOKUP(TODAY(), '2002'!\$B\$4:\$L\$368)	
3	Average Daily Pace So Far Using Actual Working Days: =LOOKUP(TODAY(), '2002'!\$B\$4:\$H\$368)/LOOKUP(	
4	Average Daily Pace Needed Using Anticipated Working Days:	
5		
6	Description	
2500		4.9
2501		
2502	draft application	0.812713888823055
2503	Office conf. W/ J. Jones re: subscription agreement and IP definitions	0.5416138888946208
2504	Draft subscription agreement addendum definitions	0.9287527777788143
2505	Mtg w/ client re: strategy & expert reports	0.48254722228739
2506	Report search results	0.5
2507	Revise patent application	
2508		9.3
2509		
2510	draft reply	0.80912222231235
2511	draft application	1.1788472222872
2512	draft application	1.19426111108623
2513	Review & revise Investor letter	0.412644444499165
2514	mtg w. draftsperson	0.475981111078504
2515	draft application, meeting w/ draftsperson	1.30774444446433
2516		5.2
2517		
2518	draft application	0.296947222261224
2519	T/c w/ R. Eich re: disclosure	0.558744444453623
2520		1.33028055547038
2521	Attend client Presentation/Meeting	1.72803888887959
2522		1.20663611101917
2523		2.79515833337791
2524		0.2
2525		
2526		
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FIGURE 17

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C D E F G									
1 Nonbill									
2 150									
3 LOOKUP(TODAY(),2002,\$B\$3:\$B\$368)									
4 C243									
5 LOOKUP(TODAY(),2002,\$B\$3:\$B\$368)									
6									
7 Stop									
2779 0.3									
2780 0.410897337962524									
2781 0.491223958333468									
2782 0.675050810183166									
2783 0.2									
2784 1.2									
2785									
2786									
2787 0.2									
2788 0.2									
2789 0.409711111111392									
2790 0.571816666667978									
2791 0.4									
2792 0.484240625002712									
2793 0.620846412253741									
2794 0.2									
2795 0.464593333333333									
2796 0.606533101854438									
2797 0.656762037040608									
2798 0.749554282410827									
2799 0.63013078703807									
2800 0.642361111111111									
2801 0.744087152779684									
2802									
2803									
2804 0.489103819447337									
2805 0.59375									
2806 0.680762615738786									
2807 0.699618518519856									
2808 0.710365858481076									
2809 0.394021064814297									
2810 0.394021064814297									
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2870 0.394021064814297									
2871 0.394									

FIGURE 18

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Type a question for help										
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G2518										
1	2	3	4	5	6	7	J	K	L	P
=LOOKUP(TODAY(),2002:\$Y\$4:\$Z\$368)							TAR			
=LOOKUP(TODAY(),2002:\$B\$4:\$L\$368)										
=LOOKUP(TODAY(),2002:\$B\$4:\$H\$368)/LOOKUP(TODAY(),2002:\$B\$4:\$X\$368)										
B							NB	T		
2500 4.9							2.2	7.1		
2501										
2502 0.812713888823055							--	0.8		
2503 0.541613888946208							--			
2504 0.928752777758143							--	1.5		
2505 6.48254722228739							--	6.5		
2506 0.5							--	0.5		
2507							0.1454166666895382	0.2		
2508 9.3							0.2	9.5		
2509										
2510 0.60912222231235							--	0.6		
2511 1.1798472222872							--	1.2		
2512 1.19426111108623							--	1.2		
2513 0.41264444499165							--	0.4		
2514 0.475961111078504							--	0.5		
2515 1.30774444446433							--	1.3		
2516 5.2							0	5.2		
2517										
2518 0.296947222261224							--			
2519 0.558744444453623							--			
2520 1.33028055547038							--			
2521 1.72903888887959							--			
2522 1.20663611101917							--			
2523 2.79515833337791							--			
2524 0.2							--			
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